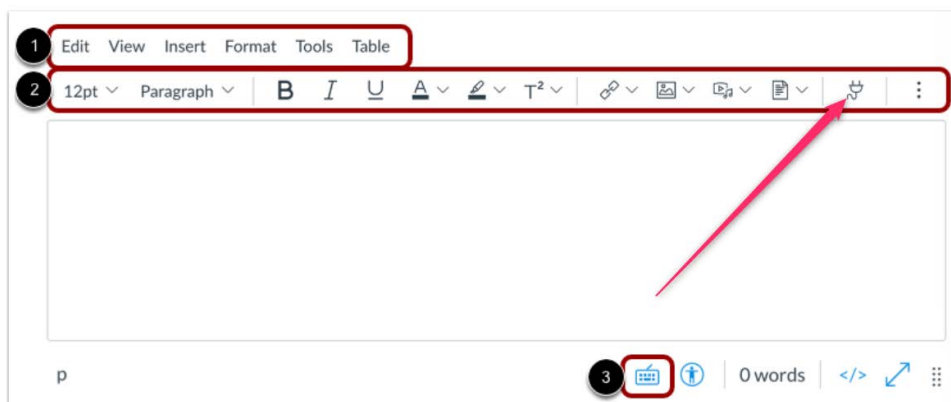


## Using VidGrid to Record Yourself and/or Your Screen updated 2022-09-02

1. Go to your Canvas course space
2. Go to Announcements (or anywhere you can access the rich-text editor)
3. Create a new Announcement
4. Click into the textbox and above it is the Rich Content Editor
5. Click on the plug icon - see pink arrow in the image below



The menubar will display above the Rich Content Editor [1]. The menubar includes the same tools as found in the toolbar [2], but in a format that is easier to navigate with a keyboard.

To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon [3] or press **Alt+F8** (on a PC keyboard) or **Option+Fn+F8** (on a Mac keyboard) simultaneously on your keyboard.

6. Click VidGrid Embed
7. If you get this message, click the Click Here to Continue button

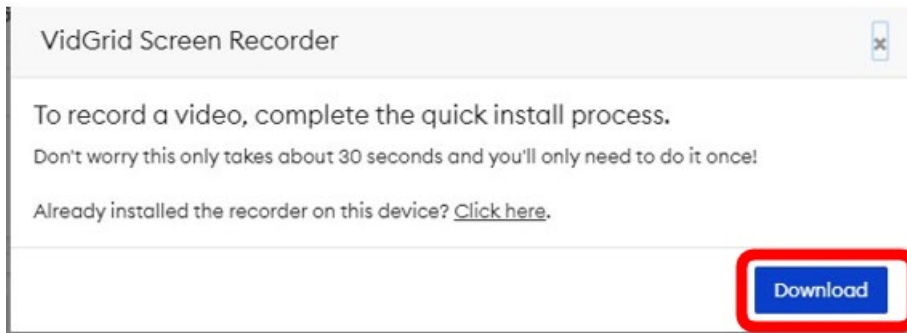
Logging you into your account



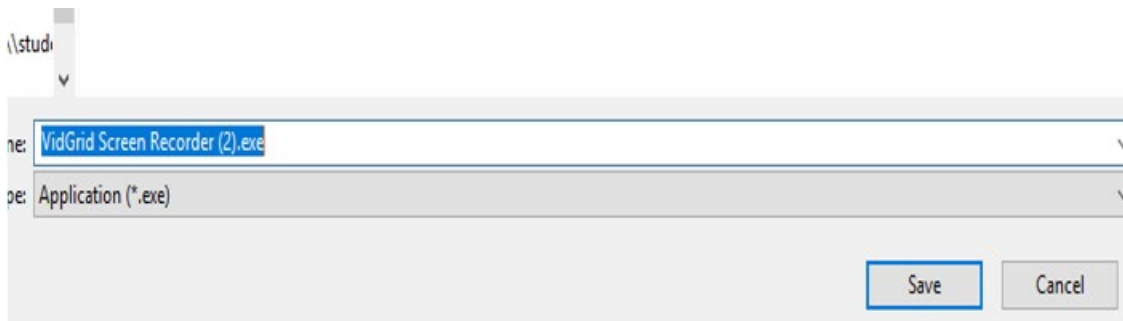
8. Click the video recorder icon to record yourself, your screen, or yourself and your screen



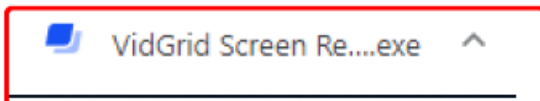
9. Click Download



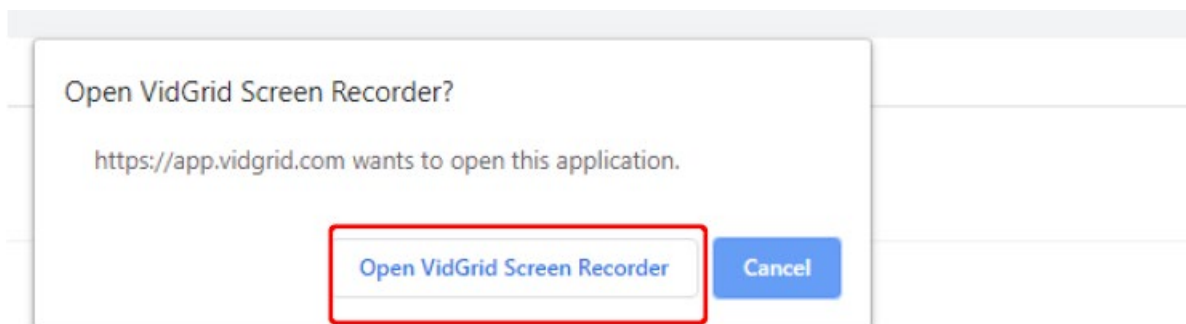
10. Click Download

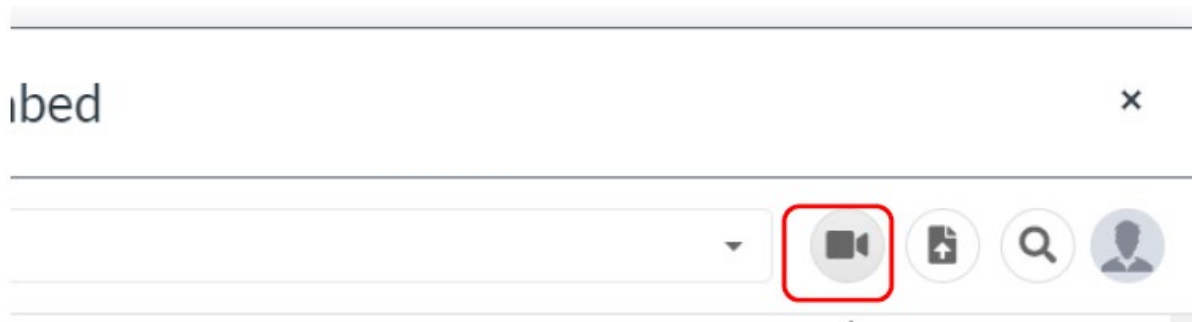


11. Click Save

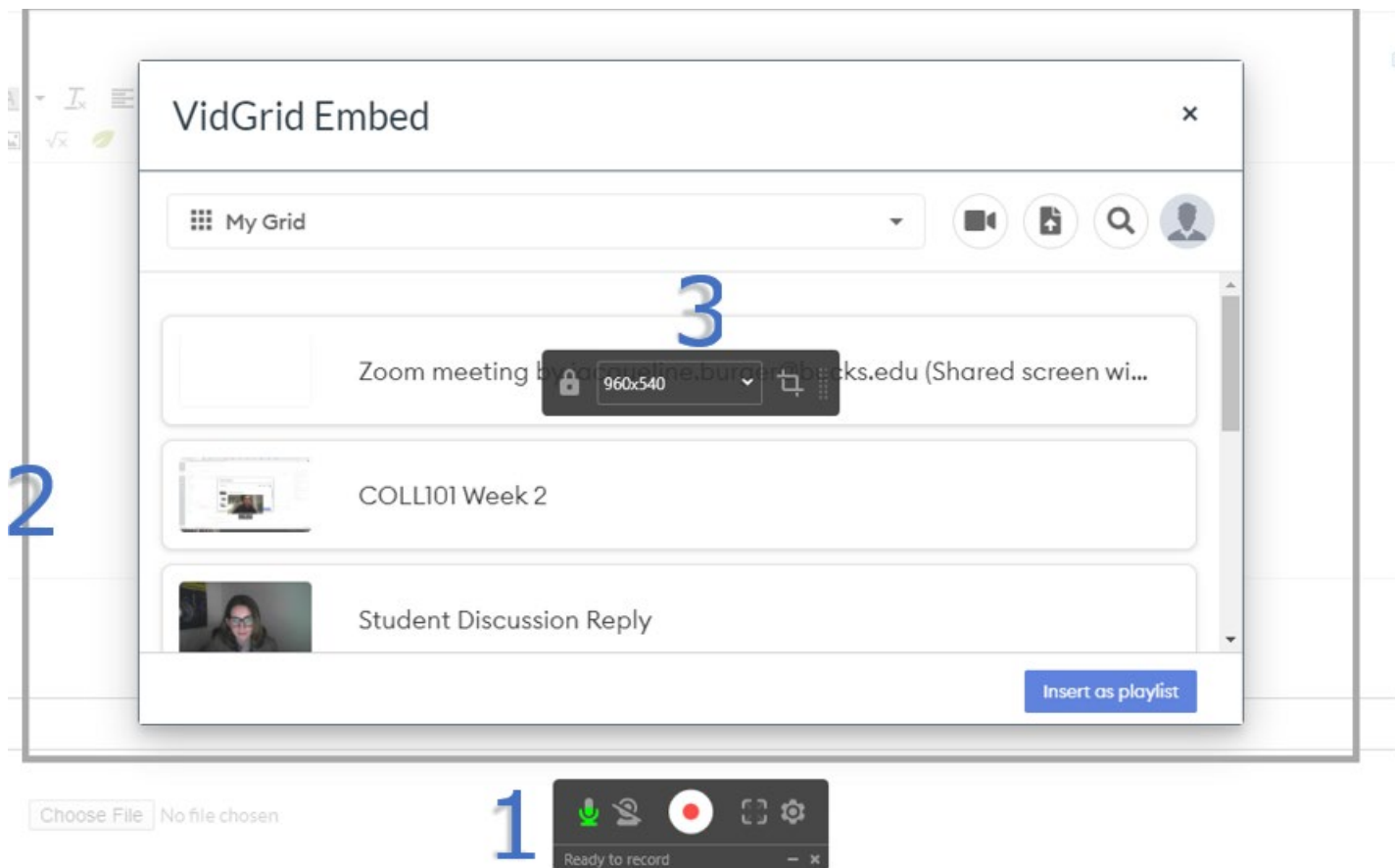


12. You will see this .exe file in the lower left corner of your browser, or, upper right corner of your browser. Double click on it.





13. You should get the Open VidGrid Screen Recorder button. If not, click on the screen recorder icon.
14. Click the Open VidGrid Screen Recorder button.
15. If you have an MP4 file you want to edit/add closed captions, click the upload icon

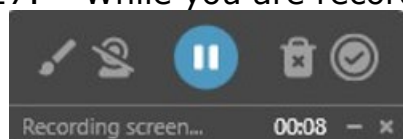


This is your recorder tool guide:

- 1 = your recording tool bar
  - Click the microphone icon to change your audio input
  - Click the webcam icon to change the content of your recording.
    - o You can record yourself by selecting "webcam only"
    - o Record you and your screen by selecting "integrated webcam"
    - o Record just your screen by selecting "none"
  - Click the cog wheel for additional settings like enabling mouse click tracking
- 2 = your screen recording area
- 3 = how you change your screen recording area
  - Click the drop-down arrow to change the amount of your screen you are capturing

16. When you are ready to record, click the record button

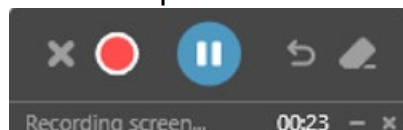
17. While you are recording you can



Click the webcam to turn on/off your webcam

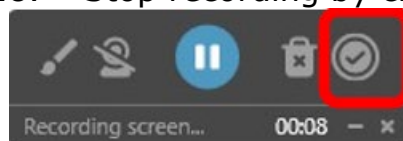
Click the pause button to pause/restart/start your recording

Click the paintbrush icon to markup your screen

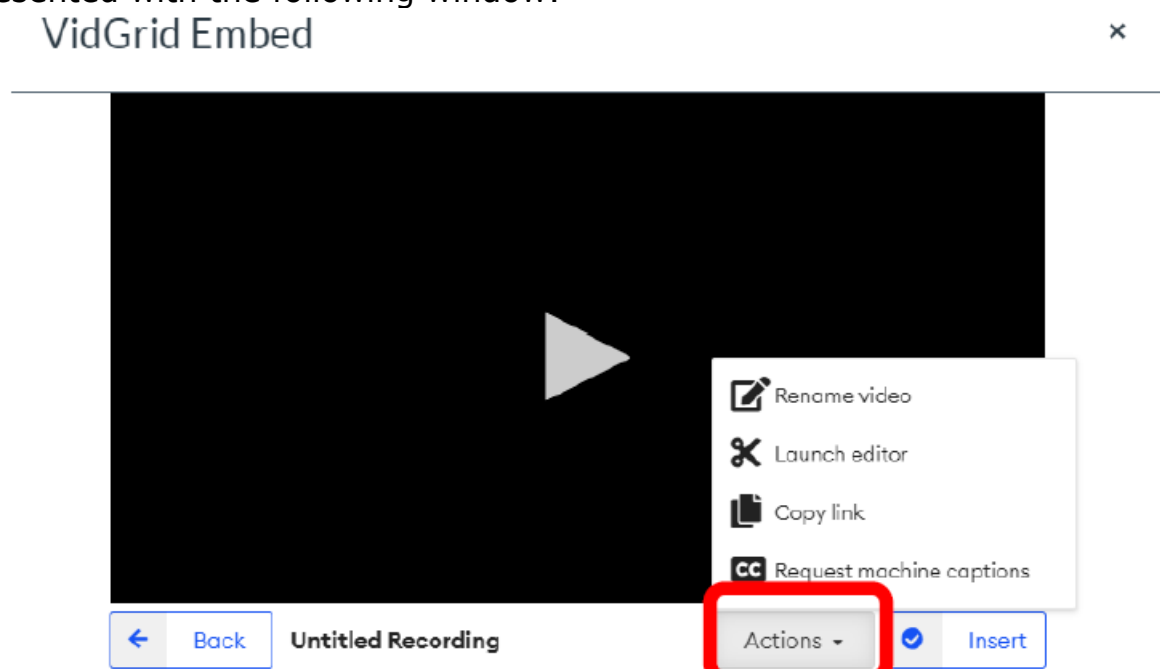


Click the X icon to exit out of the markup menu and return to your recording menu

18. Stop recording by clicking the check mark icon



19. Once your recording is finalized, OR if you uploaded an MP4 file, you will be presented with the following window:



Click the Actions menu button to rename, edit, get a link, or add captions to your video.

20. Once you are ready to share your video, use VidGrid Embed in the rich-text tool bar anywhere you get a textbox in Canvas. Or, go to the Actions menu of your recording, click Copy link, and share the link via email/message/etc.